

1003 - EXECUTIVE ASSISTANT TO THE CITY MANAGER

NATURE OF WORK

Highly responsible administrative and managerial work in planning, organizing, and directing the activities of City functions, and may include the direction and supervision of a variety of City departments.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Reviews department budgets and recommends budgets to City Manager; assists in the development of both Capital and Operating Budgets.
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; thorough knowledge of the organization, function, and methods of operation of the City's legislative and executive staff and departments;
Thorough knowledge of the basic laws, ordinances and regulations underlying the municipal corporation; thorough knowledge of municipal finances and administration;
Ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures;
Ability to express ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with other City officials, employees and the general public;
Ability to plan, supervise and coordinate the work of subordinates.

MINIMUM REQUIREMENTS

Advanced college degree (Finance, Public Administration, etc.) Extensive responsibility in public sector administration; including finance, budgeting, administration, project management, problem solving, decision making, policy formulation/recommendation. Experience may substitute for education on a year for-year-basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending,

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kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Work is performed with substantial latitude for independent judgment under the administrative direction of the City Manager and is reviewed through conferences and reports

SUPERVISION EXERCISED

Supervision is exercised over functionally grouped departments.

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